

Quarterly Reporting/ Quarterly Benefit Calculation

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Quarterly Reporting/ Quarterly Benefit Calculation

What is Quarterly Reporting/ Quarterly Benefit Calculation?

Quarterly Reporting/Quarterly Benefit Calculation is the method the Department of Human Services (DHS) uses to decide how much your benefits should be while you are working. It involves filling out a form four times a year and mailing it to your local DHS office by the date it is due.

From the information you provide, we will decide the amount of benefits you will get for the next three months. When you know how much your benefits will be for three months at a time, you will be better able to plan your family's budget.

Do I have to fill out a Quarterly Report form?

If you or someone in your home has a job or has lost a job in the last three months, you must fill out a Quarterly Report form.

How does Quarterly Reporting work?

We will send you a Quarterly Report form and an envelope every December, March, June and September. When you get the form, answer all the questions on it. Sign the form and put it in the envelope along with any other information asked for, such as your paycheck stubs. Make sure you tell about any changes you expect within the next three months. Then mail or deliver the form to your local DHS office.

What kinds of questions are on the form?

The Quarterly Report form has questions about your income and your family. You can get some of the information you need about your income from your paycheck stubs.

Report Period Dates are also printed on the Quarterly Report form. You must write down how much money you made during the dates shown on the form.

What else do I need to send in with my Quarterly Report form?

You must send proof of your gross earnings for the time period indicated on the form. Gross income is the amount earned before deductions. Include photocopies of your paycheck stubs with your Quarterly Report form or send a written statement from your employer that shows your gross earnings.

Will DHS help pay for my child care?

Ask your caseworker for information on how you can get help paying for your child care.

When are the Quarterly Report forms due?

Your local office must receive your Quarterly Report form and your paycheck stubs by the 7th day of the month. The forms are due on December 7, March 7, June 7 and September 7.

If your local office does not receive your Quarterly Report form by the 7th day of the month, your food stamp and/or your Temporary Assistance for Needy Families (TANF) cash benefits may be stopped or delayed. Sending your form in late could cause you to lose benefits.

If the 7th day of the month is a Saturday, Sunday or holiday, you must make sure your Quarterly Report form is at your local office by 5 p.m. on the next work day.

What if I am on vacation?

If you are on vacation from work, you must still fill out your Quarterly Report form.

What if there are no changes in my income or family responsibilities?

Even if you have no changes to report, you must still complete a Quarterly Report form when you receive it.

What if my employment ends?

If you are laid off or lose your job, you must fill out a Quarterly Report form for the quarter after you stop working.

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What does DHS do with my form?

DHS will use the information reported on your form to determine the amount of food stamp and/or TANF cash benefits you will receive for the following three-month period.

For example, the form you complete and return by December 7 will be used to determine your benefits for January, February and March. You will receive the same amount of benefits each month of this three-month period. A reported change in your family's circumstances may result in a change in your benefits.

If you know that there will be a change in your family's situation coming in the next three months, report it on the form and the change will be taken into consideration when we figure your benefits. If the amount of your food stamp and/or your cash benefits changes, DHS will send you a notice explaining why your benefits changed.

Please remember...

Before you send in your Quarterly Report form, make sure you have:

- Answered all the questions
- Signed the form
- Enclosed your paycheck stubs or other proof of gross earnings

You may want to keep copies of your completed form and other information submitted with it.

If you have any questions, call your caseworker as soon as possible.

For more information:

Call or visit your local Department of Human Services office.

If you have questions about any Department of Human Services (DHS) program, call or visit your local DHS office. We will answer your questions. If you do not know where your local DHS office is or if you are unable to go there, you may call the automated helpline 24 hours a day at:

1-800-252-8635

1-800-447-6404 (TTY)

You may speak to a representative between:

8:00 a.m. - 5:30 p.m.

Monday - Friday (except state holidays)

For answers to your questions,
you may also write:

Illinois Department of Human Services
Bureau of Customer and Provider Assistance
425 South 4th Street
Springfield, Illinois 62701

Visit our web site at:

www.state.il.us/agency/dhs



Programs, activities and employment opportunities in the Illinois Department of Human Services are open and accessible to any individual or group without regard to age, sex, race, sexual orientation, disability, ethnic origin or religion. The department is an equal opportunity employer and practices affirmative action and reasonable accommodation programs.

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